

Andhra Pradesh State Civil Supplies Corporation Ltd.

EMPLOYEES CONVEYANCE ALLOWANCE REGULATIONS

1. SHORT TITLE :

These regulations may be called 'The A. P. State Civil Supplies Corporation Ltd., Employees Conveyance Allowance Regulations, 1982.

2. COMMENCEMENT AND APPLICATION :

These regulations shall come into force with effect from 31-7-88. They shall apply to all employees of the Corporation whose conditions of service may be regulated by the Board and the deputationists except to the extent otherwise expressly provided by the regulation or order of the Board of Directors or any contract or agreement subsisting between such employees and the Corporation but do not apply to persons employed on daily wages.

3. RATE OF CONVEYANCE ALLOWANCE :

a) The rates of conveyance allowance shall be as follows :

Pay range (basic pay per month)	Cycle allowance per month	Moped allowance per month	Scoter/ Motor Cycle allowance P.M.	Car allowance P. M.
Basic pay from Rs. 740/- to Rs. 859/-	Rs. 30/- P. M.	—	—	—
Basic pay of Rs. 860/- and above	Rs. 30/- P. M.	Rs. 125/- P. M.	Rs. 150/- P. M.	—
Officers of the rank of D. M. and above	—	Rs. 125/- P. M.	Rs. 150/- P. M.	Rs. 220/- P. M.

b) **ELIGIBILITY :** Every Officer/employee of the Corporation who maintains the vehicle to which he is eligible under clause (a) is eligible for drawal of conveyance at the rates specified above irrespective of the duties allotted to them.

c) No person shall be eligible for conveyance allowance unless specifically sanctioned by name and designation by vice Chairman & Managing Director.

4. CONDITIONS :

a) Every employee eligible for the sanction of conveyance allowance as per regulation 3 (a) above should own a vehicle registered on his/her name and should use the same for visiting office and back to residence and miscellaneous official work entrusted to him/her.

- b) The conveyance allowance shall be sanctioned in respect of one vehicle only even if an employee owns more than one vehicle.
 - c) If the period of absence/leave or non-utilisation of the vehicle exceeds 10 days in aggregate in a calendar month, the allowance shall be paid proportionately to the actual period during which the vehicle is used.
 - d) An employee drawing conveyance allowance shall not normally be entitled to avail the Corporation transport for local trips. If they are permitted to travel by auto or taxi they are entitled for drawal of actual fares incurred by them.
 - e) Employees shall produce every month a certificate to the drawing officer concerned to the effect that he/she is using the vehicle and it is in good condition, before 25th of every month, for claiming such allowance. The certificate shall be issued by the immediate officer concerned.
 - f) If any employee proceeds on tour and claims T.A. proportionate deduction shall be made for those days in the quantum of conveyance allowance.
 - g) If the vehicle is not in use, the employee shall report in writing, within three days of such non-use.
 - h) No Bus pass allowance is eligible to whom the conveyance allowance is sanctioned. This will be applicable to the employees or officers where they are eligible for such Bus pass allowance.
5. Failure to comply with any of the above instructions shall constitute a misconduct on the part of the employee concerned and shall be dealt with under appropriate regulations.
6. The Secretary-cum-G.M. (Fin.)/D.Ms. or the officer to whom the drawing powers are delegated shall verify original certificate before drawing of such conveyance allowance.
7. The Manager (Audit) / concerned D. Ms. shall audit them.